Written Questions Received

Contra Costa County RFP #1302-004 for Employment Support and **Placement Services for AB 109 Community Programs**

a) Can a Service Provider use these funds to subsidize a work experience? Ouestion 1:

Answer:

Yes, as indicated in the RFP on pages 12-13: "Subsidized Transitional/Supported Employment: Stable employment is critical to long-term reintegration back into communities. The County seeks entities to provide or provide access to meaningful transitional employment and actual subsidized wage opportunities for individuals who have demonstrated work readiness aptitude. The entity may provide transitional employment opportunities through an existing social enterprise or may propose a plan that brokers transitional job placements within public or private business in which employers are committed to working with motivated and work-ready individuals.

Question 1b: If paid work experience is allowed who should be the Employer of Record?

Answer:

If the service provider (contractor) is employing the individual on a temporary basis, they can choose to be the Employer of Record or engage a temporary service to act as Employer of Record.

Question 2:

a) If a service provider wants to submit a proposal for both "Employment Support and Placement Services" and "Planning and Implementation of (3) One-Stops Centers," does this require 2 separate proposals be submitted?

Answer:

Yes, two separate proposals would be required if the service provider wishes to receive funding from AB 109 Community Programs for Employment Support and Placement Services and wishes to participate in the Implementation of Reentry Resource Centers. The RFP for "Implementation of (3) One-Stop Centers" has not been issued, but when it is, proposers could respond to that RFP as well.

Question 2b: Or can a single proposal be developed to offer targeted Employment Support and Placement Services through the operation of 3 One Stop Centers designed to serve AB 109 clients?

Answer:

No. If any agency wishes to receive AB 109 funds for the delivery of employment related services, it must submit a proposal for the AB 109 Employment Support and Placement Services and be a successful bidder. Question 3. Is the 20 page proposal limitation just for Section II – Program Narrative?

Answer: Yes.

Question 4. Is attachment documentation allowed? Example: Letters of Support

Answer: Yes. Letters of support are encouraged.

Question 5: Please review the details of the referral process to the service providers.

a) Who and how are referrals linked together between law enforcement and the service provider?

Answer:

The service delivery model developed by the CCP will involve multiple organizations working in collaboration to provide services to address the specific criminogenic needs of the AB 109 population. Applicants should incorporate the evidence-based practice of service delivery prior to community release, whenever possible. A dedicated unit of AB 109 Probation Officers will serve as lead case managers to coordinate and track services provided by County and community-based partner organizations.

The AB 109 Probation Officers will interview clients using a comprehensive, validated risk and needs assessment tool. Areas of criminogenic need will be identified and prioritized in developing an individualized case plan that addresses specific goals and needed services. Throughout the past year, AB 109 Probation Officers have worked closely with the County's Behavioral Health Division's Forensic Team to coordinate service referrals. The Forensic Team was formed to address the needs of criminal justice involved individuals with co-occurring mental health and substance abuse disorders. In addition to mental health counseling and medication management, clients can access residential and outpatient substance abuse treatment, short term housing through homeless shelters, as well as assistance with enrollment in state and federal benefits including health care and income supports.

This innovative partnership between County agencies will be further supported by RFP funded employment, housing, mentoring services as well as access to the Reentry Resource Centers in each region of Contra Costa County.

For Penal Code 1170(h) individuals sentenced to Mandatory Supervision, AB 109 Probation Officers will initiate case management pre-release including completing Criminal Assessment & Intervention System (CAIS) risk and needs assessments and developing a transition plan. Where appropriate, AB 109 individuals will access comprehensive Forensic Team services. AB 109 individuals who are not dually diagnosed with co-occurring disorders can still access the AB 109

designated shelter beds and substance abuse programs with Probation Officer referral to the County Behavioral Health Division. Both AB 109 Probation Officers and Forensic Team staff will make direct referrals and coordinate services with agencies funded through this RFP to provide employment, mentoring and housing services.

b) How many referrals for service are projected in each part of Contra Costa County?

East County How many
Central County How many
West County How many

Answer:

As far as service projections, we estimate that 80% to 85% of the AB 109 population is seeking employment, housing needs are estimated at 30% to 50% (the actual rate is unclear, as Probation counts people living in shelter and couch surfing as housed). For Mentoring, proposers should propose the amount they can serve.

Question 6: Please indicate where interested parties can learn about the assessment instrument: CAIS as referenced during the Bidder's Conferences on Wednesday, March 27, 2013 on Re. P.8 Section IV Service Delivery Model (4th Paragraph)

Answer: Information about CAIS has been posted on the webpage with information about the AB 109 Community Programs:

www.cccounty.us/AB109CommunityPrograms

Question 7: Are there specific outcome performance benchmarks that are a minimum requirement? Example: 50% of referred clients are to secure unsubsidized employment.

If there are specific performance benchmarks, please list all minimum performance standards expected to be achieved by the service providers selected for funding. Re: P. 13 Section C. Outcome Measurements 1-6

Answer: No, there are no performance benchmarks that have been identified as a minimum requirement in the RFP.

Question 8: If a proposing agency is not presently certified to maintain confidential offender record information (CORI) will our proposal evaluation score be reduced?

Answer: No. There are no points in the Rating Sheet associated with this element.

Question 9:	If a proposing agency commits to having all staff take part in all trainings
	provided by the County, is this adequate to earn full proposal scoring in this
	area? Re: P.14 – Item 3

Answer: There are no points in the Rating Sheet associated with this element.

Question 9: Can a proposing agency detail a service plan that goes beyond what the RFP calls for and not be penalized in the proposal evaluation scoring?

Answer: Yes.

Question 10: Can I get information about how many women we have in the Central and East County with children and their ages?

Answer: We currently are not tracking women with children and their ages. However, we currently have 45 active women between PRCS and 1170(h)--countywide. Based on an initial assessment, we were able to identify 20 of the women with children. We do not know the ages of these children.

Question 11: How do you envision the AB 109 participants will "roll out" for transitional employment services throughout the contract period? Let's say an agency can accommodate 20-24 candidates annually in a Transitional Employment program, would all 20-24 candidates present at the same time or scattered throughout the contract timeframe, (such as 2 per month or the like), June 1, 2012-June 30, 2014?

Answer: Proposers would address this question in their response to project implementation. We do not have specifications related to implementation in the RFPs. The implementation timeline should include the total number of clients to be served and how many people the proposer will enroll each month. We encourage you to collaborate with a provider to either serve more clients or that you tailor the funding amount requested to match the numbers the program can serve.

Question 12: Would the Transitional Employment candidates have already been filtered through the Employment Support Services program, thus eliminating the "barriers to work", and have necessary documentation, (Calif Driver's License, etc.), access to transportation and childcare, and been through the workforce assessment, job readiness training, job retention, resume and cover letter composition services, interview training, career mentoring and other services?

Answer: Proposers who are considering a proposal to provide transitional employment programs exclusively should not assume that clients have been served by

Employment Support Services. We do not know at this time the nature of the proposals that will be submitted.

Question 13: Are there specific Budget forms (template) proposing agencies should complete and submit with their proposal?

Answer: No.

Question 14: Is there a limit to the profit a company can list as part of their budgeting within this RFP?

Answer: No.

Question 15: Is there a limit to the approved Indirect Rate that a proposing agency can list its proposal budget?

Answer: No.

Question 16: How many partnerships is the grant looking to fund county wide?

Answer: We do not have a proscribed number. In fact, no numbers of contracts have been discussed.

Question 17: Should the partnerships include all three components (housing, jobs, mentoring) to be successful?

Answer: The Minimum Organization Requirements include:

5. *Interagency Collaboration*: Demonstrated interest and intent to collaborate with local county and non-profit service providers to obtain multi-disciplinary service delivery. A documented history of successful collaboration including shared case management and blended funding preferred. Staff must attend regular coordination meetings and collaborate with AB 109 partner agencies.

Obviously, the more collaboration, the better. But there are no guidelines or specifications about what the collaborations should be comprised of.